

October 4 and November 29, 2004 for programs beginning between January 1 and March 31, 2005.

No exceptions or extensions will be granted. Applications sent prior to the beginning of an application period will be treated as having been sent one week after the beginning of that application period. All the required items must be received for an application to be considered. If the Concurrence form or letter of support is sent separately from the application, the postmark date of the last item to be sent will be used in applying the above criteria.

All applications should be sent by mail or courier (not fax or e-mail) to: Scholarship Program Coordinator, State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314.

VII. Application Review Procedures

A. Preliminary Inquiries

The Institute staff will answer inquiries concerning application procedures. The staff contact will be named in the Institute's letter acknowledging receipt of the application.

B. Selection Criteria

1. Project Grant and Continuation Grant Applications

a. All applications will be rated on the basis of the criteria set forth below. The Institute will accord the greatest weight to the following criteria:

- (1) The soundness of the methodology;
- (2) The demonstration of need for the project;
- (3) The appropriateness of the proposed evaluation design;
- (4) The applicant's management plan and organizational capabilities;
- (5) The qualifications of the project's staff;
- (6) The products and benefits resulting from the project, including the extent to which the project will have long-term benefits for State courts across the nation;
- (7) The degree to which the findings, procedures, training, technology, or other results of the project can be transferred to other jurisdictions;
- (8) The reasonableness of the proposed budget;
- (9) The demonstration of cooperation and support of other agencies that may be affected by the project; and
- (10) The proposed project's relationship to one of the Special Interest categories set forth in section II.A.

b. For continuation grant applications, the key findings and recommendations of evaluations and the proposed

responses to those findings and recommendations also will be considered.

c. In determining which projects to support, the Institute will also consider whether the applicant is a State court, a national court support or education organization, a non-court unit of government, or other type of entity eligible to receive grants under the Institute's enabling legislation (*see* section IV.); the availability of financial assistance from other sources for the project; the amount and nature (cash and in-kind) of the applicant's match; the extent to which the proposed project would also benefit the Federal courts or help State courts enforce Federal constitutional and legislative requirements; and the level of appropriations available to the Institute in the current year and the amount expected to be available in succeeding fiscal years.

2. Technical Assistance Grant Applications

Technical Assistance Grant applications will be rated on the basis of the following criteria:

- a. Whether the assistance would address a critical need of the court;
- b. The soundness of the technical assistance approach to the problem;
- c. The qualifications of the consultant(s) to be hired, or the specific criteria that will be used to select the consultant(s);
- d. The court's commitment to act on the consultant's recommendations; and
- e. The reasonableness of the proposed budget.

The Institute also will consider factors such as the level and nature of the match that would be provided, diversity of subject matter, geographic diversity, the level of appropriations available to the Institute in the current year, and the amount expected to be available in succeeding fiscal years.

3. Judicial Branch Education Technical Assistance Grant Applications

Judicial Branch Education Technical Assistance Grant applications will be rated on the basis of the following criteria:

- a. For on-site consultant assistance:
 - (1) Whether the assistance would address a critical need of the court;
 - (2) The soundness of the technical assistance approach to the problem;
 - (3) The qualifications of the consultant(s) to be hired, or the specific criteria that will be used to select the consultant(s);
 - (4) The court's commitment to act on the consultant's recommendations; and
 - (5) The reasonableness of the proposed budget.

b. For curriculum adaptation projects:

- (1) The goals and objectives of the proposed project;
- (2) The need for outside funding to support the program;
- (3) The appropriateness of the approach in achieving the project's educational objectives;
- (4) The likelihood of effective implementation and integration of the modified curriculum into the State's or local jurisdiction's ongoing educational programming; and
- (5) Expressions of interest by the judges and/or court personnel who would be directly involved in or affected by the project.

The Institute will also consider factors such as the reasonableness of the amount requested, compliance with match requirements, diversity of subject matter, geographic diversity, the level of appropriations available in the current year, and the amount expected to be available in succeeding fiscal years.

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4. Scholarships

Scholarships will be awarded on the basis of:

- a. The date on which the application and concurrence (and support letter, if required) were sent;
- b. The unavailability of State or local funds to cover the costs of attending the program or scholarship funds from another source;
- c. The absence of educational programs in the applicant's State addressing the topic(s) covered by the educational program for which the scholarship is being sought;
- d. Geographic balance among the recipients;
- e. The balance of scholarships among educational programs;
- f. The balance of scholarships among the types of courts represented; and
- g. The level of appropriations available to the Institute in the current year and the amount expected to be available in succeeding fiscal years.

The postmark or courier receipt will be used to determine the date on which the application form and other required items were sent.

C. Review and Approval Process

1. Project and Continuation Grant Applications

The Institute's Board of Directors will review the applications competitively. The Institute staff will prepare a narrative summary and a rating sheet assigning points for each relevant selection criterion for applications that fall within the scope of the Institute's grant program and merit serious consideration by the Board. The staff